



## Admissions Policy St Mary's (Endowed) CE VA Primary School

<b>Formally adopted by the Governing Board</b>	
<b>On:</b>	10 <sup>th</sup> October 2023
<b>Review date:</b>	Autumn 2024
<b>Chair of Governors:</b> Anne Cottingham	<i>Anne Cottingham</i>
<b>Executive Headteacher:</b> Laura Watts	<i>Laura Watts</i>

**Status: Statutory for foundation and voluntary aided schools and other schools with delegated responsibility.**

### Purpose

To ensure that decisions to admit children are based on fair and transparent criteria.

If there are more requests for places than places available children will be allocated places in the following order of priority:

1. Children with an Educational and Health Care Plan (EHCP) naming the school.
2. Children in public care who live in the area served by the school.
3. Children who live within the catchment area and have a brother or sister attending the school at the time of their admission.
4. Children who live within the catchment area.
5. Children who live outside the catchment area and have a brother or sister attending the school at the time of admission.
6. Children living outside the catchment area and have no brother or sister attending the school at the time of their admission.

The 'catchment area' comprises the parishes of Roughton and Felbrigg.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule.

To determine who lives nearest, distance will be measured on a straight line crow - fly basis, using Ordnance Survey data. If, following the application of admission rules and distance, two applicants cannot be separated for a final place at a school, the Governing Body will use random allocation to determine the priority for the remaining place.

Parents/carers may appeal regarding a decision not to admit a child to the governing body of the school. The governors hearing the appeal must not have been involved in the original decision.

### **Who was consulted?**

In drafting this policy the governing body consulted with the LA and the Diocese of Norwich.

### **Relationship to other policies**

This policy should be read in conjunction with the policies on equality, SEND and the curriculum, and should be reviewed annually.

### **Roles and responsibilities of head teacher, other staff, governors**

The Executive Headteacher will ensure that:

- pupils are admitted only in accordance with this policy
- the school is represented on the LA admission forum
- where places are available, pupils are admitted in accordance with the agreed priorities.

All staff are expected to follow this policy when advising prospective parents/carers and admitting pupils.

The Governing body will ensure that:

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published in the prospectus and on the web site. This is made available to parents/carers and potential parents
- an admissions' register is kept up to date
- an appeal panel is in place to hear parent appeals against non-admission
- the net capacity formula is reviewed annually and proposed variations communicated to the local authority.

### **Arrangements for monitoring and evaluation**

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications, plus feedback from parents/carers.

### **How to apply**

Apply online: [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk)

Application Forms can be obtained from Norfolk County Council Tel: 0344 800 8020